CITY OF CONWAY
COMMUNITY APPERANCE BOARD MEETING
WEDNESDAY, MAY 23, 2018
CITY HALL CONFERENCE ROOM – 229 MAIN STREET – 4:00 P.M.

Present:  Jason Pippin, Sheila Walberg-O'Neil, Troy Roehm, Heather Whitley, Craig Smith, Brenda Ivester
Absent:   Paul Doyle
Staff:    Mary Catherine Hyman, Planning Director; Barbara Tessier, Secretary
Others:  Marshall Bryant, Marcie Shannon, Allison Revisky, Kaci Sansbury, Devin Parks, Kristie Hendrick

I. CALL TO ORDER

Chairman Pippin called the meeting to order at 4:00 p.m.

II. APPROVAL OF MINUTES

Walberg-O'Neil made a motion, seconded by Whitley, to approve the May 9, 2018 minutes as written. The vote in favor was unanimous. The motion carried.

III. CERTIFICATES OF APPROPRIATENESS

A. **909 Norman Alley**: The applicant, Kaci Sansbury, requests approval to replace the awning fabric on an existing awning frame on the building located at 909 Norman Alley (TMS: 137-02-01-088 | PIN: 36701010050).

   Hyman said the applicant proposes to replace the fabric of an existing awning for one of the tenant spaces on the building located at 909 Norman Alley.

   Hyman said the awning fabric is canvas, made by Sunbrela and the color is “palm.”

   Walberg-O'Neil made a motion, seconded by Smith, to approve the awning at 909 Norman Alley as presented. The vote in favor was unanimous. The motion carried.

B. **911 Norman Alley**: The applicant, Kaci Sansbury, requests approval to replace the awning fabric on an existing awning frame on the building located at 911 Norman Alley (TMS: 137-02-01-088 | PIN: 36701010050).

   Hyman said the applicant proposes to replace the fabric of an existing awning for one of the tenant spaces on the building located at 911 Norman Alley.
Hyman said the awning fabric is canvas, made by Sunbrella, and it is a vertically striped black and white awning.

Smith made a motion, seconded by Walberg-O'Neil, to approve the request for 911 Norman Alley as presented. The vote in favor was unanimous. The motion carried.

C. **204 Elm Street**: The applicant, Marshall Bryant, Jr., requests approval to replace the windows on the first and second floors of the Burroughs building, located at 204 Elm Street (TMS: 137-06-19-006 | PIN: 36804020046).

Hyman said the applicant would like to replace the windows in the first and second floors of the Burroughs building at 204 Elm Street. She said the reason he stated for doing so was to bring the building up to current code.

Hyman said the windows are a “Coastal Impact” series window, manufactured by “Simonton”. She said the sizes will vary to fit current openings on the building.

Bryant said the existing frames were wood, but the windows were vinyl. He said they were replacing both the frames and the windows. He said the frame would be replaced with wood, and the windows would be vinyl. He said they would be white as they are now.

Pippin said it was just an upgrade then. Bryant said it was correct.

Whitley made a motion, seconded by Smith, to approve the request as presented. The vote in favor was unanimous. The motion carried.

D. **1017 Third Ave (Rivertown Yoga)**: The applicant, Annalisa Jordan, requests approval to install window signage & graphics on the display windows of the building for “Rivertown Yoga”, located at 1017 Third Ave (TMS: 137-02-20-006 | PIN: 36701010013).

Hyman said the applicant would like to install window signs and graphics for their business, Rivertown Yoga.

Hyman said each window measures (approx.) 7’ (w) x 8’ (h), totaling approx. 56 sq. ft. with the total window square footage equalling 112 sq. ft. Hyman said max coverage (25%) is 28 sq. ft.

Hyman said the “Rivertown Yoga” measures .98’ (H) x 10’ (W), totaling 9.8 sq. ft. Letters are white, and the lotus flower above the letters measures 3.23’ (W) x 2.38’ (H), totaling 7.69 sq. ft. Graphics are pink, purple and blue.

Hyman said the total square footage of window signage proposed was 17.49 sq. ft. Hyman said the signage met the ordinance requirements.

Hyman said Devon Parks from the Chamber of Commerce was there to answer any questions the Board might have. Whitley asked if there was any intention of putting up a wall sign. Parks said there was none at this time.
Walberg-O’Neil made a motion, seconded by Smith, to approve the request as presented. The vote in favor was unanimous. The motion carried.

E. **2 Elm Street (Conway Marina / Pilot Club of Conway):** The applicant, Tyson Sign Co., requests approval to install a freestanding post sign behind the Conway Marina for the Pilot Club of Conway, at 2 Elm Street (TMS: 137-00-02-080 | PIN: 36708010002).

Hyman said the applicant would like to install a freestanding post sign for the Pilot Club of Conway behind the Conway Marina building. The sign will advertise a free service, offering loaner life jackets for boaters to use and then return when they dock.

Hyman said the proposed sign is 8-ft in height and the sign area measures 3.46’ x 6.92’, totaling 23.95 sq. ft. It is a double-sided ¼” duraply panel with surface applied digitally printed vinyl copy graphics. Sign panel will be mounted with 1” aluminum angle brackets between two treated 6” wood posts with decorative caps. There will be an additional 2”x4” wood support below the main sign panel with 3 hooks per side to hang 6 life jackets. The wood posts will be Dark Green 3M #7725-56, the sign panel will be white and sign panel graphics will be green and black. The Pilot Club will have a small graphic in the top left corner of the sign panel as well.

Whitley asked if the sign had to be dimensional. Hyman said that was up to the Board. Ivester said the colors were the same as other signage at the marina. Revisky, from Tyson Sign Co., said she had driven around the marina area and some signs were flat and some were dimensional.

Roehm asked if the sign was permanent. Hyman said she believed that it was, but that there were members of the Pilot Club present to answer any questions. Roehm said the requirement for dimensional signage was for the name of a business. He said this sign was more of a PSA type sign.

Pippin said the dimensional signs along Main Street were to try and create better looking signs. Smith said there were people forced to do dimensional signs when it was a financial issue. He said either dimensional signage was required everywhere or not at all.

Ivester said she thought there was no dimensional need at this specific location. Roehm said it was fine for along the streets, but at this site it was not necessary.

Whitley asked what the Board was supposed to say if asked why this was not a dimensional sign, and Pippin replied that is was a PSA.

Whitley made a motion, seconded by Walberg-O’Neil, to approve the sign request as presented. The vote in favor was unanimous. The motion carried.

Hyman said this still had to be heard by City Council.

F. **341 Main Street (Kingston Park):** The applicant, City of Conway, requests
approval of proposed plans for infrastructure improvements in Kingston Park, at the corner of Fourth Ave and Main Street (341 Main St) (TMS: 137-02-02-001 | PIN: 36804020087).

Hyman said Kingston Park is located at the corner of Fourth Avenue and Main Street in Conway. She said over the last few years, the City has worked to improve upon Kingston Park. However, the park is still underutilized and needs additional improvements to create the excitement and vibrancy that is desired for Conway’s Downtown, especially in such a prominent location.

Hyman said the City of Conway worked with the Chamber of Commerce, Conway Downtown Alive, the owners of Rivertown Roaster, Theater of the Republic and Coastal Carolina Association of Realtors to draft the “Kingston Park Improvement Plan”.

The proposed budget is approximately $51,800, which includes signage, knee wall, string lights, poles, electric, concrete pads, landscaping, furniture, brick sidewalk, irrigation, baskets, and wall repair with mural. Funding for the project will come partially from a grant from CCAR, a small contribution from the owners of Rivertown Roasters, and the remainder either coming from the City of Conway or other grants that will be sought.

Roehm asked if the knee wall would go all the way to Rivertown Roasters. Lilly, the City Arborist, said the brick knee wall would be on the entire Fourth Avenue side of the park. She said there would be a three-foot section of the knee wall along the front of the park at the corner of Fourth and Main, and another three-foot section of the knee wall going from the Fourth Avenue side toward Rivertown Roasters. Lilly said the knee wall would be approximately 20” in height with a decorative concrete cap. Lilly said there would be a sidewalk that went around the interior perimeter of the park.

Hyman said there was the possibility of a mural painted on the side of Rivertown Roasters building.

Lilly said the entrance signage would be similar to that at the Riverwalk. She said it would be a handcrafted black iron arch.

Ivester said the sand behind the park was a mess and they dragged it into their business every day. Hyman said that area was an easement. Ivester said it was a utility easement. Roehm asked what could be put in that area to stop the mess. Lilly said they would be installing bushes that would connect with the landscaping that was in front of the green utility boxes and go to Rivertown Roasters. Lilly said they would be putting in sod between the tables and the shrubs. Ivester said it would be nice if the easement could be paved or have pavers. Lilly said she would check to see what could be done in the easement.

Ivester said heavy trucks drove fast through the intersection and they had wine bottles break and she wondered if there could be some type of signage
about the speed through the intersection.

Roehm asked where the hanging baskets would be. Lilly said there would be light poles in the knee wall that would be where the hanging baskets would be. She said the lights would be strung from above Rivertown Roasts to the light poles.

Ivester made a motion, seconded by Whitley, to approve the Kingston Park request as presented. The vote in favor was unanimous. The motion carried.

G. 1023 Third Ave (Garden Walk): The applicant, City of Conway, requests approval of proposed infrastructure improvements for a “Garden Walk” between Scarborough Alley and Third Ave (TMS: 137-02-20-010 | PIN: 36701010011). Hyman said this arch would also mimic the Riverwalk style of arch with the black iron with the gold lettering and City of Conway logo.

Whitley asked Lilly if it would be a garden because it was not now. Lilly said it would be a garden when it was completed.

Whitley made a motion, seconded by Roehm, to approve the Garden Walk arch. The vote in favor was unanimous. The motion carried.

IV. PUBLIC INPUT

There was none.

V. BOARD INPUT

There was none.

VI. STAFF INPUT

There was none.

VII. ADJOURN

There being no further business to come before the Board, Walberg-O’Neil made a motion seconded by Whitley, to adjourn the meeting. The vote in favor was unanimous. The motion carried and the meeting adjourned at 4:22 p.m.

Approved this 13 day of June, 2018

Jason Pippin, Chairman